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## UTAH STATE LIBRARY BOARD MEETING

### Minutes

Wednesday, October 14, 2009

11:00 A.M. to 4:30 P.M.

**Utah State Library  
250 North 1950 West Ste A  
Salt Lake City, Utah 84116  
801.715-6777**

#### **Call to Order and Introductions at 11:00 a.m. October 14, 2009**

##### **Attendees:**

**Utah State Library Board Members:** Terry Ann Harward, Chair; Jessica Van Buren, Vice Chair; Michael Freeman, Board Member; Keith Wilson, Board Member; Lorri Quigley, Board Member; Georgia Loutensock, Board Member; and Sam Passey, Board Member

**State Library Board Members not in attendance:** Shelley Day, Board Member and Carolyn Bessey, Board Member

**USL Staff:** Donna Jones Morris, State Librarian/Division Director; Cheryl Mansen, Assistant Director/Library Development Program Manager; Craig Neilson, Library Resources Program Manager; Bessie Oakes, Library Program Manager Blind and Disabled; Sara Weaver, Grants Coordinator; Scott Brooks, Corrections Coordinator; Dr. Stephen Matthews, Consultant; and Ron Van Harten, Executive Assistant

#### **Board members and USL Staff introduced themselves**

##### **Board Minutes of August 20, 2009:**

Board Member Freeman moved to accept the minutes as distributed with Vice Chair Van Buren seconding the motion. The motion passed unanimously. Board Member Wilson abstained.

##### **Recommendation for Board Chair for two-year term:**

Board Member Freeman moved to recommend to the Governor that Chair Harward continue to serve as Board Chair for an additional two-year term with Board Member Loutensock seconding the motion. The motion passed unanimously.

##### **Election of Vice-Chair for two-year term:**

Board Member Freeman moved to have Vice Chair Van Buren continue to serve as Vice Chair for an additional two-year term with Board Member Loutensock seconding the motion. The motion passed unanimously.

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**Capital Facilities Grants Applications process, review and prioritization:**

Consultant Matthews explained how the proposed Capital Facilities Grants Application process, review and prioritization worked and that he was at the meeting to help facilitate the Board's process in creating the prioritization of the grants in accordance with the Statute. He explained that the Board had previously received a draft copy of the process that explained the procedures.

Consultant Matthews handed out a revision of the draft that included a definition where the Statute reads "eligible libraries" and it seemed that the intent of the Legislature was for the agency to define "eligible libraries". Since the Administrative Rule from DCC didn't do that, he recommended that it was appropriate to include that language in the Board's process so that if someone comes back later and questions the prioritized list, the Board would have a definition of what applications were considered, why any were not, and what constituted an eligible library. Consultant Matthews stated that the change mentioned above was the only material change to the original draft procedures.

Board Member Wilson moved to accept the change to the process with Board Member Freeman seconding the motion. The motion passed unanimously. (**attachment #'s 1-3**)

**Discussion about the prioritization process:**

Board Member Wilson and Consultant Matthews were appointed to work together over the next year to redefine the processes.

Prior to lunch there was discussion of a few of the applications. During lunch Consultant Matthews handed out a blank scoring form for each Board member.

**LUNCH**

**DURING LUNCH:**

**Capital Facilities Grants Applications process, review and prioritization (con't):**

Each member of the Board discussed their view of each application and how they prioritized the applications.

After lunch discussion continued and was completed. Board members were then asked to mark their scoring form for each library's grant application on the basis of the three criteria; goals of the application, public benefit of the project, and strategic value of the project, as well as three optional criteria; costs and/or efficiencies, potential, and other considerations of the project. (**attachment #4**)

Consultant Matthews collected the scoring forms from each Board member, then left to compile the total scores and draft a prioritized list for Board approval.

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**USL Strategic Plan: Report and Opportunity for input from State Board:**

Program Manager Neilson stated the Current Vision of USL's Strategic Plan emphasizes partnership with DCC, library services for the blind and disabled, training and other resources for public libraries, online resources, including Pioneer, Utah's online library, access to state government publications, funding support for all types of libraries with federal and state funds, and bookmobile service to rural areas.

Vice Chair Van Buren was excused from the meeting.

**BREAK**

**LSTA:**

Coordinator Wever discussed the new grant application and priorities.

**A. Goals Report and State Board Priorities:**

This was tabled for the next meeting

**B. LSTA Advisory Council Appointments:**

Board Member Quigley moved to appoint Rick Gaisford as a member of the LSTA Advisory Council with Board Member Loutensock seconding the motion. The motion passed unanimously.

**C. LSTA Regrants:**

Director Morris discussed current budget cuts and she reluctantly recommended that there be no additional regrants from the \$600,000.00 LSTA funds annually designated for regrants. She further stated that USL has already encumbered approximately \$200,000.00 on regrants this year and if there were to be additional regrants, other library services would be severely hindered.

Director Morris recommended that the Board extend the deadline for the mini grants that have already been requested, open one regular grant time, that the Board allocate up to \$100,000.00 and change the LSTA meeting to be within this time-frame and also tell the library community about this beforehand.

Following extensive discussion, Board Member Loutensock moved to have all LSTA regranting, except for the Fall Mini Grant, be suspended until the funding can be restored with Board Member Passey seconding the motion. The motion passed unanimously.

Director Morris stated that she will be writing a statement and asked the Board for a statement in conjunction with hers to the library communities explaining the process they went through in making the decision not to provide any additional regrants. Chair

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Harward stated that she would write a statement and sign it on behalf of the State Board.

**USL Recording for the Blind building being constructed at Corrections:**

Corrections Coordinator Brooks gave a progress report on the new construction at Corrections.

**Art Beyond Bounds:**

Chair Harward showed the Board a flyer advertising the Art Beyond Bounds exhibit starting Friday October 16, 2009.

**Library of the Year Award:**

Assistant Director Mansen briefly explained the Award process and indicated she had previously asked Vice Chair Van Buren if she would chair the subcommittee and Vice Chair Van Buren accepted. Board Members Passey and Quigley agreed to serve on the committee as well.

**Dates for Board Meetings in FY2010: *All members***

- A. August 20, 2009**
- B. October 14, 2009**
- C. December 9, 2009**
- D. April 7, 2010**

**Capital Facilities Grants Prioritization:**

Consultant Matthews presented Board members with the total score form ranked in order of highest to lowest total score, and the prioritized table of grant applicants from highest score to lowest. Based on objective total scores received by each applicant, the Board approved the prioritized list of grant applicants for submission to DCC, as per their instructions. (*attachment #'s 5-7*)

Board Member Passey moved to accept the results from the tally sheet with Board Member Wilson seconding the motion. The motion passed unanimously.

Director Morris formally thanked Consultant Matthews for all his hard work on this process.

**Board Activities and Meeting Items on Behalf of USL:**

Board Member Passey discussed an IMLS conference he attended in Buffalo New York, stating he received some great information regarding collections and is willing to share with any Board member if they would like to know more.

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**Library activities and Staff Reports**

Director's Report: **(See attachment)**

Director Morris stated how important it is for the Board to show their library support and thanked the State Board and the Staff for all their hard work. She specifically thanked all three Program Managers as well as Paul Kroff, Financial Manager for their tireless work on the current budget cuts.

Director Morris stated to the Board that USL is coming up on their funding cycle and if any Board Member has suggestions regarding funding, please pass on their suggestions to Director Morris.

There was discussion about meeting with the USL Budget Analysts prior to the opening of the Legislature. Chair Harward along with Board Members Freeman and Wilson agreed to work together with staff in meeting with the USL Budget Analyst.

**Assistant Director**

Assistant Director Mansen explained the picture of the little child who is in the Staff Report.

Chair Harward adjourned the meeting at 4:15 p.m.

Submitted by:

Ronald R. Van Harten  
Executive Assistant

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